

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Employee Services Director	Job Family:
General Classification: Management	Job Grade:

Definition: To develop and direct programs and to provide services to other City departments in the areas of employee labor contract negotiation and administration; recruitment, selection and promotion; classification and compensation; performance appraisal; training and development; benefits administration; and central personnel records and files.

Distinguishing Characteristics: This is a department-head level position reporting to the City Manager. The incumbent is a member of the City's management team and participates on various City-wide committees, as well as participating in organizational, operational and budgetary planning meetings.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Represents the City in negotiations with labor organizations. Prepares, administers and interprets labor agreements.
2. Consults with the City Manager, department heads, employee representatives and others on matters related to policy interpretation, discipline, grievances, and other personnel practices and problems.
3. Develops and administers the City's classification, compensation and benefit programs.
4. Keeps City Manager and City Council properly informed of activities and issues of the department. Prepares for and makes presentations to the City Council, as necessary.
5. Administers the City's recruitment, selection, promotion and evaluation programs.
6. Oversees salary and fringe benefit surveys. Makes pay and benefit recommendations to the City Manager and City Council.
7. Interacts with and counsels employees on job-related problems, appeals and grievance rights, and other issues of general concern.
8. Develops, prepares and administers the department budget.

Position Title: Employee Services Director

Page 2

9. Hires, trains, motivates and evaluates staff. Assigns work activities, projects and programs; monitors work flow, reviews and evaluates work products and methods.
10. Develops, implements and reviews department goals, objectives, policies and procedures in order to provide adequate service to City departments, employees and the public.
11. Oversees the processing of personnel actions and the administration of personnel files.
12. Initiates and conducts special studies and reports to determine the feasibility of new programs and services.
13. Serves on various City-wide committees.
14. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration and personnel management; principles and practices of labor relations and negotiations; laws, rules, regulations and court decisions relating to public personnel administration; principles and practices of administrative analysis and policy development and implementation; principles and practices of supervision and training; budgeting procedures and techniques; conflict resolution and negotiation techniques.

Ability to: Plan, organize and direct municipal personnel programs and activities; represent the City and negotiate with represented groups; interpret and apply rules, regulations, laws, policies and procedures; prepare and present oral and written reports; counsel employees and resolve conflicts; develop, prepare and administer a departmental budget; select, train, supervise and evaluate staff; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Position Title: Employee Services Director

Page 3

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to a Bachelor's Degree in public or business administration, personnel administration or a related field; and five years of increasingly responsible public personnel experience in the following areas: recruitment and selection, employee relations and employer—employee negotiations, pay and classification; benefits administration. Additionally, at least two years of supervisory experience is required.

Established March 1992

Revised

CLASS SPECS

CS109-M^